

Finance/Legal/License Executive Summary

Title

2019 Update to Community Development & Planning Fee Schedule

Background

Mount Pleasant's Municipal Code (Sec. 90-47) allows for fees to be charged for non-governmental petitions and applicants and allows the Mount Pleasant Village Board to set those fees. The code states the purpose of this is "To defray the cost of administration, including public notices and recordkeeping..."

Earlier this year, staff noticed an issue regarding its fee schedule compared to comparable localities, and brought it up to the Plan Commission. The issue was that the last update of the Community Development fee schedule was in 2005, and as a result several charges were below even the cost of board members and public notices. With consultation of the finance director, staff researched nearby comparable communities and came up with a new recommended fee schedule based on the average. Fees for Rezones and Conditional Uses remain the same, fees for Site Plans and Variances increase, and fees for Sign Permits decrease overall. The decrease is largely due to changes in temporary signs and a reduction in fees for minor sign alterations.

Consistency with Comprehensive Plan

N/A

Recommendation

Staff & Plan Commission recommend approval of Ordinance 39-2018 "An Ordinance to amend sections 30-1 and 90-45 of the Code of Ordinances for the Village of Mount Pleasant relating to fees." and Resolution XX-2018 "A Resolution establishing various fees, permits, and charges charged by the Village of Mount Pleasant Community Development & Planning Department"

Fiscal Note/Budget Impact

When applying the new fee schedule to Budget Year 2017, it resulted in a revenue increase from \$60,511 to \$69,509. Applying it to Budget Year 2018, it resulted in an increase from \$58,764 to \$71,309. The biggest gaining item was site plans and the biggest loss was sign permits.

Attachments

- Comparison chart between Mt Pleasant and SE Wisconsin localities
- Recommended new fee schedule
- Ordinance 39-2018
- Resolution 83-2018

Prepared By

Robin Palm, Planner II Samuel Schultz, Community Development Director November 21, 2018



Ordinance No. 39-2018

AN ORDINANCE TO AMEND SECTIONS 30-1 AND 90-45 OF THE CODE OF ORDINANCES FOR THE VILLAGE OF MOUNT PLEASANT RELATING TO FEES

The Village Board of the Village of Mount Pleasant, Racine County, Wisconsin, ordains as follows:

- 1. That Chapter 30-1 of the Code of Ordinances for the Village of Mount Pleasant, relating to development fees, is hereby amended as set forth in Attachment A.
- 2. That Chapter 90-45 of the Code of Ordinances for the Village of Mount Pleasant, relating to fees, is hereby amended as set forth in Attachment B.
- 3. That this ordinance shall take effect upon adoption and publication as provided by law.

Adopted this 10th day of December 2018.

VILLAGE OF MOUNT PLEASANT

By:	
	David DeGroot
	Village President
Attest:	
	Stephanie Kohlhagen
	Village Clerk/Treasurer



SEC. 30-1 Development Fees

A) Generally:

- (1) The Village shall charge such fees, permits and charges as are authorized by a resolution adopted by the Village Board, except for impact fees (as provided in Article II Sec. 30-51 to Sec 30-61) and room tax for hotels and motels (as provided in Chapter 2, Article VI Sec 2-301 to 2-400).
- (2) Board Approval of Fees. The Village Board may review and approve the fees, permits, charges and other taxes specified herein as part of the annual budget adoption or at such other time as it determines and make changes to the schedule of fees.
- (3) There shall be maintained in the office of the village clerk a schedule of all fees, permits and charges, as authorized by resolution of the Village Board.
- (4) Review of Fees. The Village Administrator or The Village Finance Director shall at least every two (2) years, prepare reports regarding the adequacy of the fees, charges, and permits contained in this section.

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- F) COMMUNITY DEVELOPMENT & PLANNING FEES, PERMITS AND CHARGES.
 - a. The permits for which a fee are required are:
 - i. Certificate of Occupancy
 - ii. Commercial Tenant Operation Permit
 - iii. Residential Home Occupation Permit
 - iv. Conditional Use Permit
 - v. Sign Permit.
 - b. A fee shall also be required for:
 - i. A zoning text or map amendment
 - ii. Zoning appeal or variance
 - iii. Site plan review (to include any type of plan review)
 - iv. Certified survey map
 - v. Zoning information letter request
 - vi. Comprehensive plan amendment
 - vii. Development Agreements
 - viii. Subdivision Plats
 - ix. Planned Developments



Sec 90-45 Fees

All persons, firms, or corporations performing work which by this Chapter requires the issuance of a permit shall pay a fee for such permit to the village to help defray the cost of administration, investigation, advertising, and processing of permits and variances. Fees will also apply to other services requested of the Community Development department to help defray the costs associated with those services. The fees shall be set forth in Section 30-1 (e) of the Municipal Code of the Village of Mount Pleasant, as amended from time to time.



Resolution 83-2018

A RESOLUTION ESTABLISHING VARIOUS FEES, PERMITS AND CHARGES CHARGED BY THE VILLAGE OF MOUNT PLEASANT COMMUNITY DEVELOPMENT & PLANNING DEPARTMENT

THE VILLAGE BOARD OF THE VILLAGE OF MOUNT PLEASANT, RACINE COUNTY, WISCONSIN, DOES RESOLVE AS FOLLOWS:

WHEREAS, Pursuant to the Mount Pleasant Code of Ordinances: Chapter 30 Section 1(A), the Mount Pleasant Village Board shall charge such fees, permits, and charges as adopted by resolution,

WHEREAS, the Community Development & Planning Department has determined the fee schedule has not been updated in over 10 years,

WHEREAS, certain permits and requests of the Community Development & Planning Department incur additional administrative costs and staff time and those costs have increased in the past 10 years,

NOW THEREFORE, BE IT RESOLVED that the Village Board of Mount Pleasant does hereby approve the new fee schedule for the Community Development & Planning Department as set forth in attachment A.

BE IT FURTHER RESOLVED that the schedule of fees, permits and charges may be amended from time to time by resolution of the Village Board, and that the Village Administrator or Finance Director shall review said schedule at least every two years.

Introduced, passed, and adopted by majority vote at a regular meeting of the Village Board this 10th day of December, 2018.

	David DeGroot Village President
ATTEST:	•
 Stephanie Kohlhagen Village Clerk	

Resolution 83-2018 Attachment A Community Development & Planning 2019 Fee Schedule

TYPE OF REVIEW	DEC 31 2018 FEE		JAN 01 2019 FEE	
SITE PLAN (NEW)	\$650	& \$0.02 /sq ft	\$1000	& \$0.03 /sq ft
		buildings over 30,000	÷=00	buildings over 30,000
SITE PLAN (MAJOR UPDATE/PRELIM)			\$500	
SITE PLAN (MINOR, STAFF			\$250	
APPROVAL)			·	
SIGN PERMIT	\$125	(new)	\$200	150 + S.F.
			\$150	76-149 S.F.
			\$100	< 75 S.F.
	\$100	Amend/face change	\$50	Amend/face change
			\$50	Electronic
			\$250	Plan Commission Review
	\$50	Temp	\$0	Temp
CONDITIONAL USE	\$750		\$750	
REZONE	\$750		\$750	
COMMERCIAL TENANT OPERATION PERMIT	\$650	(white box)	\$650	
	\$50	(change in tenant)	\$50	
CERTIFIED SURVEY MAP (CSM)	\$350		\$500	
VARIANCE	\$125		\$500	
AFTER-FACT VARIANCE			\$1000	
ADMINISTRATIVE APPEAL			\$500	
ZONING REQUEST	\$25		\$65	
RESIDENTIAL BUSINESS/HOME OCCUPATION	\$50		\$50	
PRELIMINARY SUBDIVISION PLAT	\$1,000	+ \$100/lot	\$1250	+ \$100 lot
FINAL SUBDIVISION PLAT	\$500	+ \$25/lot	\$750	+ \$25lot
PLANNED DEVELOPMENT NEW	\$750		\$2000	
PD MAJOR AMEND			\$750	
PD MINOR AMEND			\$250	
NEW DEVELOPMENT AGREEMENT	\$3000		\$3000	Held in security + \$250 staff review costs
AMENDED DEV AGREEMENT			\$250	. gado stari review costs
COMP PLAN AMENDMENT			\$750	

Type of Review	MT PLEASANT		AVG	9	6 from MP	NEW FEE	20	017#	2017 Rev	2017 New	2018#	2018 rev	2018 New
		+ .02/sq ft					and						
		buildings over					.03/sq ft						
Site Plan (New) Site Plan (major	\$650.00	30,000	\$	954	147%	1000	building	17	\$ 21,086	\$ 32,054	18	\$ 17,93	9 \$ 27,359
update/prelim)						500							
Landscaping Plan													
Lighting Plan													
Stormwater Plan													
Minor Stormwater Paln													
Site Plan (minor, staff approval)						250		2	\$ -	\$ 500	2	\$ -	\$ 500
Sign Permit		(new)	\$	158	126%	200	150 +	6	\$ 750		2	\$ 25	0 \$ 400
		(amend) (temp)					76-149 < 75 SF	10			9 48		5 \$ 1,350 0 \$ 4,800
	50	(temp)					< 75 SF amend/fa	38 29		\$ 3,800 \$ 1,450	48 22	-	
							electroni	1		\$ 50	7		\$ 350
							Plan Com temp	0 26	\$ 1,300	\$ - \$ -	3 12		\$ 750 0 \$ -
				_			total	69	\$ 11,300	\$ 8,000	53	\$ 10,37	\$ 8,750
Conditional Use	\$750.00		\$	747	100%	750		7	\$ 5,250	\$ 5,250	1	\$ 75	0 \$ 750
				_									
Rezone	\$750.00		\$	801	107%	750		12	\$ 7,500	\$ 7,500	20	\$ 13,50	0 \$ 13,500
Commercial Tenant													
Operation Permit (zoning compliance)		(white box)											
compliance		(change in tenant)											
Dualiminant Company Man													
Preliminary Survey Map Certified Survey Map													
(CSM)	\$350.00		\$	513	147%	500				\$ 4,000			0 \$ 5,500
Variance Administrative Appeal	\$125.00		\$	296	237%	500 maybe 25)	■ 0 for Reside		\$ 625	\$ 2,500	9	\$ 1,12	5 \$ 4,500
Zoning Request	\$25.00		\$	87	349%	65	-	12	\$ 300	\$ 780	10	\$ 25	0 \$ 650
Residential Business/Home													
Occupation	\$50.00												
Preliminary Subdivision Plat	\$1,000.00	+ \$100/lot	\$	1,463	146%	1250	and 100\$	0			0		
Final Subdivision Plat	\$500.00	+ \$25/lot				750	and 25\$lເ	1	\$ 700	\$ 925	1	\$ 80	0 \$ 1,050
Temporary Use or Use Approval													
Commercial													
Communications Structures													
Planned Development													
New Planned Development	750		\$	2,056	274%	2000		0			0		
Major Amend						750							
Planned Development Minor Amend						250							
New Development													
Agreement	3000					3000	and 250 sta	att revie	w costs				
Amended Development													
Agreement							100						
Fence	1		\$	51	5086%								
Driveway													
Comp Plan Amendment						750							
Official Map Amendment													
Vacation of ROW													
Zoning Text Amendment													
Plan Commission													
Consultation													
									\$ 60,511	\$ 69,509		\$ 58,76	4 \$ 71,309
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Size Plan (minor resplan)	Type of Review	MT PLEASANT		OAK CREEK	1	Racine]	Pleasant Prarie	Brookfi	eld	Franklin	1	Cudahy	Greenfield		AVG	% from I	CON! NOTI	REV ME	eti hou	PC? ZBA? TO	TAL
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